

Service Title	<b>Developing a Curriculum (in English and Bangla) recording the teaching process of youth-led climate change project for Educo Bangladesh</b>	RFP No.	2304
Request Reference No.	PR_23007	Date	19/01/23

## 1. BACKGROUND

Educo is a global development and humanitarian NGO based in Barcelona, Spain with over 30-year experience working in 14 countries. We work with and for children and their communities to promote a just and equitable society that can secure their rights and wellbeing. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families, and communities.

Since 1999, we have been implementing Development programs in Bangladesh in the marginalized urban and rural areas and with time we expanded our works to broader thematic and geographical areas. Currently, we are working in 11 districts of the country.

## 2. ABOUT THE PROJECT

Educo Bangladesh recently implemented a short duration project which commenced in May 2022 and ended in December 2022, titled “Grow Green to Protect the Planet” (G2P). The project was focused on building environmental awareness, developing an ecofriendly village, creating climate adaptive livelihoods and finding solutions to the negative impact of environmental degradation in the most vulnerable areas. To meet the objective, the project facilitated enhanced climate change adaption and mitigation through mobilizing adolescents and youths. In partnership with Shariatpur Development Society (SDS), Nazrul Smriti Sangsad (NSS), and Uttaran, the project was implemented in three sub-districts under Satkhira, Barguna, and Shariatpur.

This was a youth-led project, and at the beginning of the project, a group of 30 youths was formed in each area. The youth group members were then educated on project and climate change issues and how to deal with the adverse effects of climate change. Following the teaching, they identified risks and developed a risk-reduction action plan with the participation of stakeholders. They also organized a good number of events to raise awareness of the negative effects of the environment and climate change among their families, relatives, friends, and community. Furthermore, they arranged an idea-sharing session with youth from other areas working on climate change issues. They helped the project team throughout the formation of farmer groups. They were also assisted by the project team in conducting training/orientation for farmers through government line departments. The youth groups were involved in youth-led research and the implementation of research findings about locally adapted new livelihood options. Alongside, they involved local governments in the project to get their support and ensure that the results were sustained. As a result, community members reduced the use of plastic products and started using eco-friendly products. Apart from that, three communities were also disposing of waste materials in specified places instead of throwing in a scattered way. Through this project, three villages are transforming into eco-friendly communities in three districts of Bangladesh.

Educo Bangladesh wishes to develop a curriculum for adolescents and youths which will guide them in the future facilitation of similar activities/interventions. The development of this curriculum is supported by Educo’s Swedish ChildFund Alliance partner, Barnfonden, and may be later adapted for use in similar projects.

### 3.OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to develop and design a G2P curriculum, suitable for using as an guiding document for teaching purposes to youth, aged 15-24.

### 4. SCOPE

#### **4.1 Sectoral coverage**

The curriculum will contribute to the climate change, environment, and DRR sector as a whole with a special emphasis on the livelihoods related to climate change in Barguna district of Bangladesh.

#### **4.2 Geographic coverage**

The curriculum will be developed in consultation with Educo and NSS team and the relevant stakeholders in Amtali sub-district under Barguna district.

#### **3.4 Duration**

The duration of preparing the curriculum will be 04 months, from February to May 2023 (first draft by 30<sup>th</sup> of April'23 and final by 30<sup>th</sup> of May 23).

### 5. METHODOLOGY

The following tools, techniques and methods are proposed to collect data and information from the mentioned target groups from both primary and secondary sources.

- a) Review the project proposal and relevant documents.
- b) Prepare a draft outline of the curriculum in consultation with the Educo team.
- c) Consultation with partners, adolescents & youths, and relevant stakeholders.
- d) In-depth discussions, FGDs, KIIs with relevant stakeholders, especially with G2P project's adolescents & youth group members, local government and line departments.

### 6. BRIEF FOR DRAFT OUTLINE OF THE CURRICULUM

1. Description of the climate/environmental context of the national and project location.
2. Identification of the scope of engagement of adolescents and youth in climate change/environment interventions/discussions.
3. Determination of the steps of designing youth-led climate change projects.
4. The strategy and process of the inception of the project in the community.
5. Description of the process of adolescents & youth group formation.
6. Identification of the subject matters of capacity building of adolescents & youth groups on DRR, environment, climate change, and biodiversity, and the development of facilitation guidelines as per the identification.
7. Explanation of the process of conducting DRR and environmental risks assessments and the development of risk reduction action plans (RRAP).
8. Development of the strategy for creating ownership and linking RRAP with the government's plan.
9. Identification of the process of implementation of risk assessment engaging community and government.

10. Suggestions for the adolescent and Youth groups for organizing awareness campaigns on the environment and climate change issues.
11. Description of the process of farmers' groups formation.
12. Identification of training/orientation need for farmers and the process of linking them with relevant government line departments.
13. Determination of the ways of engagement of Youth in the research process.
14. Guidance on implementation of research findings and engaging youths in this process
15. Ways of linking the project youth groups with other youth activist groups in other locations.
16. Description of the process of using social media for creating the climate/environmental awareness.
17. Analysis of the steps and components of Eco-friendly model villages.
18. Discussion on the ways to create ownership of the community for sustainability of the project.
19. Quotes to describe what the youth particularly learnt or enjoyed from the project.
20. List of recommendations/suggestions for possible future improvement to the same curriculum, should it be applied to other projects in countries and possibly other countries

## 7. EXPECTED DELIVERABLE:

- Develop the curriculum that describes each of these above-mentioned issues step-by-step.
- Provide guiding information about how to do the above-mentioned part.
- English and Bangla version 70-80 pages curriculum for youth.
- Use quotes to describe what the youth particularly liked about this part (it would be good to get their voices in here).
- Give tips and references.
- Support with photos, diagrams, templates etc.
- These should be produced as a consolidated document, designed in text-book format in Word (content should be editable).

## 8. ETHICAL AND SAFETY CONSIDERATION :

### 8.1 Child Safeguarding policy:

As part of keeping *Ethical Consideration* in implementing the research, all participating beneficiaries and stakeholders will be under no obligation to participate. All participants will be assured that there will be no negative consequences if they choose not to participate. The consultation will obtain informed consent from the participants. The consultant will have to receive prior permission for taking and use of visual still/moving images for specific purposes. Educo and consultant team will comply with Educo's Child Safeguarding Policy. In this regard, Educo will provide an orientation on its child safeguarding policy and the consultant will have to sign on code of conduct on child safeguarding policy.

## 9. TIMELINE

The consultant is suggested to share their workplan following way.

SN	Major Activity	February'23	March'23	April'23	May'23
1.	Selection meeting and contract signing				
2.	Develop and submit an outline of the curriculum				
3.	Consultation meeting at field level				

4.	Prepare the first draft English version of the curriculum and submit it to Educo (NB: Barnfonden will assist with feedback)				
5.	Consultation meeting with Educo Bangladesh on draft English version curriculum				
6.	Submission of the final draft to Educo				
7.	Submission of the final English version of the curriculum to Educo				
8.	Submission of the first draft of the Bangla version of the curriculum				
9.	Consultation meeting with Educo Bangladesh on draft Bangla version curriculum				
10.	Submission of the final version of the Bangla curriculum to Educo				

*\*Several draft versions might be needed before the finalization*

## 10. Evaluation Authorship and publication premises

Copyright of the documents produced by the Consultant under this agreement belongs to Educo. However, Barnfonden has license to use and adapt the documents for future projects with acknowledgement of Educo. The consultant shall sign and strictly follow the Educo's Ethical Code and its Child Safeguarding Policy and Code of Conduct. During the assignment or at any time after the expiration or termination of the contract, the evaluation team may not disclose to any person or make use of any confidential information obtained during the course of this contract relating to Educo, participants or any other person connected with the process.

- Before collecting data from primary sources, the consultant must clearly communicate to the children and adolescents, members of the community about the aims and goals of their visit and the study itself and explain what the collected information will be used for.
- The information obtained from children and adolescents must be treated as confidential in order to protect anonymity. Other people interviewed can also choose to remain anonymous.
- Educo will oversee obtaining the necessary authorization in order to quote the information while maintaining anonymity.
- The participants must be able to voluntarily decide whether or not to participate in the interview/group discussions and clearly express their consent.

a) **Anonymity and confidentiality-** The assessment should respect the right of the individuals to provide information

b) **Responsibility-** Any disagreement or difference of opinion that may arise among the team members should be recorded

c) **Integrity-** Focus not only the findings mention in the ToR but present a more complete analysis of the intervention.

d) **Validation of information-** It is the responsibility of the evaluation team to ensure the accuracy of the information gathered for reporting purposes.

## 11. Management, reporting arrangements, and administrative/logistical support

The Manager- Disaster Management and Climate Change will be the focal person for the management of this task. Besides, the expert team of Educo Bangladesh will be responsible for providing technical guidance to the

consultant team. The consultant will share progress after the completion of each stage. The consultant will be responsible for arranging all logistic support required. Barnfonden (ChildFund Sweden) will be informed and involved in the process and help guide the process accordingly.

## 12. FEES AND METHOD OF PAYMENT

**The total fees of this work will not exceed BDT 580,000 (Five lac and eighty thousand BDT)** including 10% tax & 15% VAT. The consultant will bear all expenses for field data collection to final report preparation. Educo will not provide any logistics support for conducting this activity.

The Consultant will be paid in phases upon completion and submission of key deliverables by an account payee cheque. The payment schedule will be as follows:

- 20% of the contract sum will be paid to the Consultant upon submission of the outline of the curriculum
- 20% of the contract sum to be paid upon satisfactory submission of the final English draft of the curriculum
- 60% of the contract sum will be paid upon acceptance by Educo of a final curriculum in both Bangla and English that meets the objectives set out in the ToR.

## 13. REQUIRED DOCUMENTS AND SUBMISSION

Applications for the consultancy must include the following documents:

- Technical proposal (maximum 02 pages) demonstrating a thorough understanding of this ToR and demonstrated previous similar experience (Weblinks/attachments only), a proposed timeframe detailing activity and a schedule/work plan
- Financial proposal with a detailed and comprehensive breakdown of costs for the task, including consultancy fees/costs, designing cost and other administrative expenses. The amount of the proposal should be submitted including VAT.
- Copy of Trade License
- Copy of BIN Registration
- Copy of TIN certificate
- Company profile
- Link (Website/drive) to work references (Application shall not be accepted without at least 03 previous work references)

## 14. QUALIFICATION, SPECIALIZED EXPERIENCE/COMPETENCIES

For the consultant (not essential all but preferred)

- At least five years' experience in designing training manual for the development sector
- Proven experience on the environment/climate change/ DRR and/ or; biodiversity issues
- Demonstrated knowledge and experience in designing climate change/environment content or module/curriculum
- Technical knowledge and understanding on Climate Change/DRR/Environmental.
- Excellent writing skills in English and Bangla

## 15. GENERAL TERMS AND CONDITIONS

1. Educo is not obliged to accept any quotation, award a contract/purchase order, or be responsible for any costs associated with the preparation and submission of a proposal/quotation/offer by a supplier/service provider, regardless of the outcome or way in which the selection process is carried out. Moreover, offer received after due date or incomplete information may cause the rejection of this quotation.

2. Educo shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. Educo reserves all the rights to reject any price list wholly or partially without assigning any reason.
3. Educo Bangladesh will deduct withholding tax & VAT from the consultancy fees which will be in conformity with the prevailing government rates
4. Service provider shall comply and sign off the Conduct documents and Child Protection Policy of Educo.
5. The service should be completed following the schedule, which shall be attached and incorporated into the agreement
6. Final work will be accepted by Educo Bangladesh and no payment will be made for substandard / poorly performed work
7. Uninformed delay in final product submission will cause 1% penalty per day of the total budget
8. The services should be in line with all laws, regulations, and orders applicable to it in connection with the Work otherwise Educo Bangladesh reserves the right to take any legal action against consultant under the law of Bangladesh
9. During the documentation period, the consultant/s or firm cannot take any footage or photos of children without the task's requirement from project areas

#### **16. Deadline for submission of the proposal**

All the above-mentioned documents need to be submitted by 4pm of **28 January 2023** through email to [lokman.hossain@educo.org](mailto:lokman.hossain@educo.org) and [asmaul.husna@educo.org](mailto:asmaul.husna@educo.org) mentioning the subject line "Developing a Curriculum (in English and Bangla) recording the teaching process of youth-led climate change project for Educo Bangladesh"

For any clarification, you may communicate with Manager-Disaster Risk Management and Climate Change of Educo Bangladesh, [kazi.kadir@educo.org](mailto:kazi.kadir@educo.org), Cell# 01710347592